

**PURCHASING USER MANUAL ..... 1**

**FINDING THE PURCHASE ORDER NUMBER FOR A  
REQUISITION ..... 1**

# PURCHASING USER MANUAL

## FINDING THE PURCHASE ORDER NUMBER FOR A REQUISITION

Once a requisition has been saved to a purchase order (either ordered or in the process of being ordered), the status may be **‘Ready for Purchasing’** or the line item status may be **‘Assigned to PO’**. You can check the purchase order number, the status of the items, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receiving info** check box.

Figure 1 - Requisition receipt info

Department RAD: Research and Development Req # 6546-S Tracking # 298 New Requisition Save Print Preview

Need by 04/25/2008 All or Nothing Req Notes Req Atch

Desc Binoculars Make Template

Status Ordered

Requested by JAMES CARTER (04/18/2008) Edited by JAMES CARTER (04/18/2008) Void Requisition

Add Item Total: \$445.00 Vendor Info Coding Info ☒ Receiving Info Clear All Items \*Press F3 for Lookup

Notes	Atch	Status	Item #	Description	Purchaser	PO #	Receiver Rct Date
Menu		Ordered	333-ABC	Binoculars	PAMELA MENJIVAR	6235-Sx	
Menu		Ordered	8456AMC	Binoculars	PAMELA MENJIVAR	6235-Sx	

The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed